HOW TO OBTAIN AN "ITIN" (PLAN B— APPLY WHEN FILING A TAX RETURN):

- **Download the most recent version of Form W-7 [earlier versions of the form will not be accepted] from the IRS web site at *www.irs.gov*; fill it out; check block "e" & have spouse sign.**
- **Have certified copies of the following identity documents made at the legal assistance office (bring the original documents with you!):**
  - **spouse's passport (if spouse has one), otherwise…**
  - **two or more other documents that prove identity, at least one of which must bear spouse's photo (*e.g.*, *Personalausweiss,* German driver's license).**
- **Prepare your federal income tax return, <u>but leave the space for spouse's SSN blank</u>; attach W-7 form, with identity document(s), to the front of it, and mail it all to: Internal Revenue Service, Philadelphia Service Center, ITIN Unit, P.O. Box 447, Bensalem, PA 19020.**
- **ITIN Unit will assign spouse an ITIN, write it in the blank space for spouse's SSN on the tax return, and forward the return to the Philadelphia Service Center for processing [this will delay refunds for several weeks]. ITIN Unit will also mail a letter to spouse bearing ITIN for use on future returns [ITIN cards are no longer being issued].**
- ***Note: You cannot e-file in the year you request an ITIN using this***